

Fall Computer Class Schedule

For more information contact 222-9713 ext. 302

September

October

November

Basic Computer Classes:	3 week class: Mondays, 6:30-7:30 9/12, 9/19, 9/26		Basic Computer Classes:	3 WEEK CLASS Saturdays: 10-11AM 10/1; 10/8; 10/15	3 WEEK CLASS Mondays: 6:30-7:30PM 11/7; 11/14; 11/21
Publisher:	One class: Tuesday 9/6, 10-noon		PowerPoint:		ONE CLASS: FRIDAY 10-11AM 11/18
Excel:	One week class: Thursday, 9/8, 6-8pm		Excel:	2 WEEK CLASS TUESDAYS: 6:30-7:30PM 10/4; 10/11	ONE CLASS: THURSDAY 6-8PM 11/3
Digital Media:	One week class: Friday, 9/2 10-noon		Digital Media:	ONE CLASS WEDNESDAY, 6-8PM; 10/5	ONE CLASS: FRIDAY, 10-NOON 11/11
Word:	Two week class: Tuesdays, 10-11 9/13, 9/20		Word:	2 WEEK CLASS MONDAY 1-2PM 10/3; 10/10	2 WEEK CLASS TUESDAYS 10-11AM 11/8; 11/15
Online Genealogy	2 week class: Fri, 10-11am 9/9, 9/16	2 week class: Thurs, 10-11am 9/22, 9/29	Photo editing with Gimp:	ONE CLASS: WEDNESDAY, 10am-noon; 10/26	ONE CLASS: THURSDAY 6-8PM; 11/10

Course Descriptions:

Basic Computer Skills

A three week course designed to introduce computers to the beginning user. Class will cover parts & functions of computer; how to use basic applications; how to access the internet; and how to use e-mail.

Microsoft Word 2007

A two week course which serves to introduce beginners to using Microsoft Word . Class will cover formatting, templates, and mail merges.

Microsoft Excel 2007

A two week course that introduces formulas and functions of Microsoft Excel. Topics included are graphs, basic calculations, simple tables, and Pivot tables.

Photo Editing with Gimp

Learn the basics of digital image manipulation using this free program.

Online Genealogy for beginners

This course teaches the use of online databases provided by the library such as Ancestry.com, Heritage Quest, and Genealogy Database. Patrons should have a basic understanding of general genealogy research and a basic understanding of computers before attending this class.

Digital Media

Learn how to use mp3 players and ereaders! Digital media covers music and ebooks and also teaches how to use the Library digital lending Overdrive service. Feel free to bring your personal devices to this class.

PowerPoint

A one hour class that introduces the functions of PowerPoint and how to create presentations. Class includes how to insert graphs, Youtube video, and multimedia.